

USAID Namibia

Vacancy Announcement

2015/03

November 26, 2015

POSITION: HIV/AIDS CONTINUUM OF CARE ADVISOR (FSN-11)

OPEN TO: All Interested Namibian Candidates

OPENING DATE: November 26, 2015

CLOSING DATE: December 11, 2015

WORK HOURS: Full-time; 40 hours/week

USAID is seeking an energized and innovative Namibian to join its team of development specialists in Namibia. In collaboration with the Government of Namibia and other public and private organizations, the USAID Office of HIV/AIDS oversees and implements PEPFAR development activities within the country. This position requires that the applicant be highly motivated and able to cope with working in a fast-paced environment.

BASIC FUNCTIONS OF THE POSITION

The incumbent will be responsible for, but not limited to the following duties:

A. Team Management:

1. Supervise Continuum of Care Team and provide vision and leadership to Team, assuring linkages and coordination among USAID and USG interagency-supported activities in HIV prevention, treatment and care.
2. Liaise within the Health Team on cross-cutting and interrelated program that affect both maternal and child health and HIV/AIDS programs.

B. Technical Oversight and Project Management:

1. Serve as the Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for selected USAID-supported cooperative agreements and contracts; provide overall management, technical guidance and leadership to the implementing partners who carry out activities within the Mission's HIV/AIDS portfolio.
2. Prepare USAID documentation for acquisition and assistance actions and prepare quarterly accrual estimates and track funds for activities implemented by partner organizations.
3. Oversee and coordinate the visits of short-term advisors, evaluators or other in-country visitors associated with assigned HIV/AIDS activities.
4. Provide guidance to implementing partners on linking HIV/AIDS activities across HIV program areas and with maternal and child health, family planning.

C. Strategic Planning, Coordination and Budgeting:

1. Provide strategic technical advice for and prepare portions of key PEPFAR planning and budget documents, such as the Country Operational Plan (COP), the semi-annual and

- annual progress reports, Congressional Notifications; and chair and participate in PEPFAR inter-agency technical teams.
2. Represent USAID in selected working groups convened by GRN and other donor partners and provide inputs to ensure coordination between USAID-supported activities and those supported by the others.
 3. Establish and maintain contacts with counterparts in GRN, UN Agencies, other bilateral donor partners and NGO partners working in HIV/AIDS.

D. Monitoring and Evaluation:

1. Track performance data from partners implementing USAID-financed activities on a routine basis to provide updated information to the Health team and other USAID Mission senior staff, as needed.
2. Oversee the monitoring activities of team to track progress against partner program descriptions, implementation plans and work plans, assess progress and barriers to achievement, recommend action for improvement or modifications to address problems, and document and highlight results.

Required minimum qualifications:

- A Master's degree in public health, nursing, social sciences or other health care development related field.
- Minimum of 10 years of experience in designing, implementing and managing health services and training programs, including programs related to HIV/AIDS. At least 5 years of supervisory experience.
- Excellent English communication skills, both oral and written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

Required knowledge, skills and abilities:

1. Must have a sound knowledge of the main technical and substantive issues related to HIV/AIDS prevention, treatment and care in sub-Saharan Africa.
2. Must be able to develop and maintain a range of working-level and senior-level contacts on HIV/AIDS-related topics, in government, non-governmental, and private sector.
3. Must be able to work effectively within a team environment, and to supervise and mentor others.
4. Management skills and experience are required to strategize, develop and implement effective HIV/AIDS programs, including financial management and administrative skills to oversee the performance of implementing partners, technical advisors and development partners.
5. Must be able to interpret regulatory directives and have skill with computers, including Word, Excel and PowerPoint software.
6. Excellent verbal and written communication skills, tact and diplomacy.

APPLICATION SUBMISSION GUIDELINES

Interested applicants should submit the following **by e-mail only** to the attention of the Regional Executive Officer, USAID/Namibia, Windhoek, Namibia: (1) a **signed** cover letter expressing interest in the position; (2) a completed DS-174; and (3) a current CV.

DS-174 forms are available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>.

All application materials, including any relevant supporting documentation, should be scanned (using Adobe Acrobat PDF format) and sent to windhoekhr@usaid.gov by **17:00 p.m. (local Windhoek time), December 11, 2015**. **Please note that no applications received after the deadline will be considered and that hard copy applications will not be accepted.** Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website:
<http://windhoek.usembassy.gov>.

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: OMUJAHERE (Acting Human Resources Assistant, USAID/Namibia)
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